

RECOMMENDATIONS FOR USE OF DISPLAY UNITS AT ENTRYWAYS

Due to the increasing volume of ~~advertising~~ material being posted within Agency facilities, the Fine Arts Commission has initiated the construction and installation of free-standing display units which will be placed at each main entrance. One section of each unit will be used for the purpose of posting information required by GSA regulations. A second section will be reserved for the display of security-related messages, and an additional section will be available for posting announcements of a highly time-sensitive nature. The following guidelines are suggested for governing the use of these display units.:

1. Security-related messages include weather warnings, road conditions, gate closings, filming crew announcements, etc.

2. Time-sensitive notices include _____
_____ and may be posted on the display units for two days only. (the day before the event and the day of the event).

3. The display units have usable posting areas measuring 24 inches high by 18 inches wide. The size of announcement shall be no more than 12 inches high by 18 inches wide in order that two different notices may be posted together if necessary.

4. Approval for use of entry display units should be obtained from

5. The use of easels and posting of notices anywhere other than official bulletin boards, kiosks, or entrance units is discouraged under all circumstances.